



1. Consult the [map of ATR 4 funded ROSC areas](http://dmh.mo.gov/ada/atr/docs/atr4mapproviderlocations.pdf) to determine if your program is located in an ATR 4 recovery oriented system of care (ROSC).  
<http://dmh.mo.gov/ada/atr/docs/atr4mapproviderlocations.pdf>
2. Read the [RS credentialing/certification requirements](http://dmh.mo.gov/ada/atr/docs/CredentialingRequirementsATR4RSprograms.pdf).  
<http://dmh.mo.gov/ada/atr/docs/CredentialingRequirementsATR4RSprograms.pdf>
3. Read the [recovery support service definitions](http://dmh.mo.gov/ada/atr/docs/ATR4RecoverySupportServiceDefinitionsandpricing.pdf).  
<http://dmh.mo.gov/ada/atr/docs/ATR4RecoverySupportServiceDefinitionsandpricing.pdf>
4. Review the ATR 4 RS Credentialed Status Application.  
<http://dmh.mo.gov/ada/atr/>
5. Contact the [access program director](http://dmh.mo.gov/ada/atr/docs/atr4rsdirectory.pdf) in your area to discuss your intentions to become a RS provider in the ROSC area.  
<http://dmh.mo.gov/ada/atr/docs/atr4rsdirectory.pdf>
6. Notify the ATR director Mark Shields of your intention to apply for ATR 4 credentialed status and ask any questions about the application process.  
[mark.shields@dmh.mo.gov](mailto:mark.shields@dmh.mo.gov)  
(573) 751-8133
7. Obtain and make a copy of all necessary documents.
  - a. Fire inspection
  - b. Occupancy permit
  - c. Certificate of good standing
  - d. Staff
    - i. [Background screenings](http://health.mo.gov/safety/fcsr/)  
<http://health.mo.gov/safety/fcsr/>
    - ii. Credentials (Ordination, Licenses, Certifications)
    - iii. Ethics training
  - e. Recommendation from access program director and or ROSC membership
  - f. If applying for recovery housing you must obtain and attach a [HUD HQS inspection](http://dmh.mo.gov/ada/atr/docs/HQSHousingInspectors.pdf) for each property.  
<http://dmh.mo.gov/ada/atr/docs/HQSHousingInspectors.pdf>
8. Complete application.
9. Mail completed application and all required documents together to:

Department of Mental Health  
Division of Behavioral Health  
Access to Recovery  
1706 E. Elm St., PO Box 687  
Jefferson City, MO 65102
10. Do not send application if you are missing required documents.
11. Division of Behavioral Health staff will conduct site inspections after receiving and reviewing all application documents.
12. When your program is approved for credentialed status you will be notified and receive a certificate.
13. When your program obtains ATR 4 recovery support credentialed status you will be eligible to obtain a contract as an ATR 4 recovery support provider.
14. At that point you will be asked to complete and return a [DMH vendor input form](http://oa.mo.gov/sites/default/files/vendor_input_ach_eftd.pdf)  
[http://oa.mo.gov/sites/default/files/vendor\\_input\\_ach\\_eftd.pdf](http://oa.mo.gov/sites/default/files/vendor_input_ach_eftd.pdf)
15. You will receive a contract to sign and return.
16. After your program's contract is active you will receive further training on ATR recovery support vouchers and billing.